

MILPERSMAN 1306-1716

AVAILABILITY PROCESSING - MESSAGE REPORT FORMATS

Responsible Office	NAVPERSCOM (PERS-4013D1)	Phone:	DSN COM FAX	(901) 873-5172 873-5253
	NAVPERSCOM (PERS-40A3)		DSN COM FAX	874-3553 (901) 874-3553 874-2647

1. **Policy.** Availability reports must be prepared using the items listed in MILPERSMAN 1306-1714.

a. Accession availability reports must be prepared using, in order, items 1 through 21.

b. Non-accession availability reports must be prepared using, in order, items 1 through 9.

c. Exhibits 1 and 2 provide sample formats for availability messages.

2. **Correction of Availability Reports.** An availability report cannot be modified after it has been processed.

a. Any correction to the report requires resubmission of a new complete availability report.

b. Reference the original report and clearly indicate in the remarks section the title of the data item(s) being corrected and the reasons. **Example: ADDIT REMARKS: Avail date change from 121282 to 170183. Academic setback. Original avail 162359Z OCT 02.**

3. **Cancellation of Availability Reports.** Reference the original report, full identification of the individual, and reason for cancellation. **Example: Cancel YH Availability Report 172359Z OCT 02 ICO AZAN CHRISTOPHER J. WIRTZ, USN, 555-55-5555. Readmitted to hospital.**

4. **Tracer Action on Availability Reports.** Timely tracer action on availabilities is the sole responsibility of the servicing Personnel Support Detachment (PERSUPP DET) of the command to which the individual is attached while awaiting orders.

a. Submit tracer action to the appropriate assignment control authority (ACA).

b. Tracer must include availability items 1 through 9 as identified in MILPERSMAN 1306-1714.

c. Immediate Availabilities

(1) If assignment directive is not received within 14 working days after the date the availability report was submitted, submit tracer.

(2) Submit second/subsequent tracers/adtakes every 10 days starting from the date of original tracer.

(3) All tracer/adtakes should be addressed to Navy Personnel Command (NAVPERSCOM), Enlisted Assignment Division (PERS-40A3/applicable detailer); info NAVPERSCOM, Personnel Readiness Section (PERS-4013C), and NAVPERSCOM, Transient Monitoring Unit (TMU), (PERS-4013D1). In the case of class YH or DP avails, the adtakes should be addressed to NAVPERSCOM, Strikegroup Readiness Unit (SRU), (PERS-4013C1) and cognizant detailer for action.

d. Non-Immediate Availabilities. If an assignment directive is not received within 14 working days prior to the availability date, submit tracer.

EXHIBIT 1

EXAMPLE OF NON-ACCESSION AVAILABILITY

(Use the proper message format containing the following.)

UNCLAS//N01306//

SUBJ/ENLISTED AVAILABILITY REPORT

SSN: 123-45-6789 NAME: JONES, JOHN JOSEPH UIC: 12345
RATE: PN3 ENEC: 0000 ASC: 036

AVAIL DATE: 301282 CLASS AVAIL: XC ACT NAME: VP 101

ADDITIONAL REMARKS: LPDS: VP 101 NEW EAOS: 1084. RETURN TO
VP 101. RECMD 3 DAYS DELREP. HHG/DEPN: HNO.

EXHIBIT 2

EXAMPLE OF ACCESSION AVAILABILITY

(Use the proper message format containing the following.)

UNCLAS//N01306//

SUBJ/ACCESSION AVAILABILITY REPORT

SSN: 123-45-6789 NAME: JONES, JOHN JEROMY UIC: 12345 AVAIL
RATE: PNC ENEC: 0000

ASC: 036 AVAIL DATE: 301282 CLASS AVAIL: FV ACT NAME: NSA
NEW ORLEANS MILITARY

SPOUSE: OUSMC BR/CL: 11 DPEN: 1 CITZ: CA CLEAR: G
SEX: M LIMDU: DESIG: EAOS: 1286 ADSD: 0565 NEC:
0000/0000 ADDITIONAL REMARKS: HHG/DEPN: HNO. DESIRES TYPE 2
DUTY, EAST COAST.